

Red Seal Recruiting Solutions Ltd.

Policy No.:	6 - 002	Title:	Occupational Health and Safety Guide
Area:	Human Resources	Date:	February 23, 2017

List of Health and Safety Personnel

- Health and Safety Lead
- Standard First Aid & CPR C

Education and Training

Immediately upon hiring, all workers will be given an orientation by the Management at Red Seal. The following are some topics that will be included, in the training, which can be found in the orientation log. Fire exit routes and marshaling area

- Location of first aid kit and fire extinguisher
- How to report accidents and injuries
- Applicable written procedures

Each employee will be given a copy of this program and advised of their rights and responsibilities under the Occupational Health and Safety Regulation. Red Seal will ensure that staff receives further training when necessary.

A full list of health and safety topics to be discussed during training can be found in Appendix A.

Inspections

Management and staff will conduct regular inspections to identify hazards and recommend how to eliminate or minimize the hazards (Appendix C). Any serious hazards or unsafe work practices that are discovered will be addressed and dealt with immediately. Other hazards will be dealt with as soon as possible.

Inspections will be completed within the first week of employment and monthly after that.

First Aid

The workplace keeps a basic first aid kit in Office 103. Standard First Aid & CPR C

Procedures for dealing with injuries – Worker's Notification

As stated in Section 53 under Part 1 Division 5 – Procedure and Miscellaneous of the Workers Compensation Act:

A worker must report an injury or disabling occupational disease as soon as possible to the employer or the employer's representative. For an occupational disease, the employer to be informed is the one who last employed the worker in the type of work that can cause the disease. In case of death, the worker's dependent makes the report.

The report must include:

- The name of the worker
- The time and place of the occurrence, and
- A description, in ordinary language, of the disease or injury and its cause.

At the request of the employer, the worker, if fit to do so, must give the employer details of the injury or occupational disease on a form prescribed by the Workers Compensation Board. The employer supplies the form to the worker. If a worker fails to provide the information required, the claim for compensation will not be allowed, unless the Board is satisfied that:

- The information, although imperfect in some respects, adequately describes the disease of injury and how it happened
- The employer or the employer's representative had knowledge of it, or
- The employer has not been prejudiced, and the Board considers that the interests of justice require that the claim be allowed.

Procedures for dealing with injuries – Employer's Notification

As stated in Section 54 under Part 1 Division 5 – Procedure and Miscellaneous of the Workers Compensation Act:

An employer must report every work-related injury, disabling occupational disease, and/or claim for or allegation of an occupational disease to the Workers Compensation Board. The report must be made within 3 days of the injury's occurrence and/or receiving the worker's report of the disease.

Emergency Preparedness

Emergency Contact Numbers:

Employee emergency contact numbers are saved in Z:\1.Corporate\Employee Files\Health and Safety - Employee Emergency Phone Numbers.Aug25.15. A hard copy of the list is kept in the first aid kit.

Emergency Evacuation

The Emergency Evacuation can be located in the Health and Safety binder (located in Office 103) and provides information on actions employees should take in the unlikely event of an emergency.

In the event of an Emergency Evacuation, employees must follow the following list, taken from Worksafe BC OH&S Section 5.100 "Procedure of Evacuation."

Employees will:

- A) Evacuate workers and customers safely,
- B) Notify workers, including the first aid attendant, of the nature and location of the emergency,
- C) Check and confirm the safe evacuation of all workers and customers,
- D) Notify the fire department or other emergency responders, and
- E) Notify adjacent workplaces or residences which may be affected if the risk of exposure to a substance extends beyond the workplace.

Earthquake

An annual inspection will be conducted, focusing on objects that may pose a hazard during an earthquake. The exit and marshaling procedures are the same as for fire.

In the event of an Emergency Evacuation, employees must follow the following list, taken from Worksafe BC OH&S Section 5.100 "Procedure of Evacuation."

1. Duck and cover (under your desk) immediately
2. Take stock of your neighbouring room-mate following the tremors
3. Identify an escape route. Favoured exit is front to Boleskine as quickly as possible.
4. Meet in School Board lot within 5 minutes
5. Team leaders do roll call for their group within 10 minutes
6. First aid, ongoing strategies for action to be decided at meeting point outside. First aid supplied in bottom drawer of reception, survival box to be put in container at back of the building – pass key at reception.

Investigating Incidents

Both management and a worker must investigate any injuries or close calls on the same day the incident occurs. For incidents that result in an injury that requires medical treatment, or ones that have the potential to cause serious injury, an investigation must be done immediately. The investigation will be conducted to determine what went wrong, if the company health and safety practices were faulty, and to determine actions that can prevent a recurrence of the problem using an accident investigation report.

Records and Statistics

The following records will be maintained and reviewed annually:

- Claim statistics
- First aid records
- Completed inspection lists
- Incidents investigations

These records are kept in the Occupational Health and Safety binder in Office 104. Medical records are to be handled in a manner that respects confidentiality.

Employee Wellness and Stress Management

Harassment and Bullying

Red Seal is committed to creating and maintaining a workplace environment which fosters mutual respect, integrity, and professional conduct. Each and every employee is expected to demonstrate professional conduct, mutual respect for others and honor diversity in the workplace. Please see Policy 5-001 (Anti-Harassment) for details.

Office Ergonomics Tips:

- 1) Alternate your mouse from right to left if possible to give the muscles and tendons time to relax.
- 2) Reduce your dependence on the mouse and use shortcut keys (i.e. Ctrl+s to save)
- 3) Take short breaks every 20 to 30 minutes to stand, stretch and move around to increase blood circulation and prevent muscular strain.
- 4) Mix computer tasks and non-computer tasks in all possible situations encouraging movement of different parts of the body.
- 5) Avoid bending your wrists while typing. Use your whole arm to move your hand instead of rotating at the wrist.
- 6) Clean the screen regularly using appropriate antistatic cleaning fluid.
- 7) If you have consistent pain that does not go away after a night of rest consult a medical professional.
- 8) Use exercises to move eyes, neck, and wrists regularly. Just because there is no pain now doesn't mean that there is no damage, prevention is very important.

Ideal Ergonomics Positioning:

- 1) Don't hunch over at your desk, keep head and neck in a relaxed but straight posture. Avoid craning your neck to see the screen, it should be at eye height.
- 2) When seated your hips should be slightly higher than your knees. Use a footrest if necessary to try and maintain an almost 90 degree angle of the legs.
- 3) Keyboard should be at elbow height or lower, use a keyboard tray if necessary.
- 4) If using a laptop an external mouse should be attached.
- 5) If using a laptop an external keyboard should be attached.
- 6) Reduce any glare off of your laptop/computer screen to avoid eye strain.

Appendix A

Employee Orientation Checklist

Worker:
Position:
Date hired:
Supervisor (trainer):

The following basic topics are to be covered in every orientation, whether the worker is newly hired or simply moving to a new task:

- Name and contact information for the worker's supervisor/employer
- Right to refuse unsafe work – how to do so
- Safe work practices – how to perform specific tasks safely
- Equipment – How to safely use, maintain, and clean it.
- First aid – where and how to get it
- Injuries – How to report them and who to report to
- Workplace violence – how to avoid it and how to respond to it
- Working alone or in isolation – how and when check-in will occur
- Emergency procedures – how to act in an emergency

Appendix B

Safety Meeting Log

Date of Meeting:
Who attended?

Health and Safety Issues discussed:

Possible Solutions:

Comments and follow-up actions:

Person responsible for follow-up:

Appendix C

Inspection log

Date of inspection:
Name of inspectors:

List of equipment, procedures, and specific areas inspected:

Hazards identified:

Possible controls to eliminate or minimize risks:

Resources needed for risk control:

Action deadline and person responsible: